



STATE OF VERMONT
JOINT FISCAL OFFICE

SENATE APPROPRIATIONS SENIOR FISCAL STAFF

The Joint Fiscal Office seeks to hire a senior fiscal staff position for the Senate Appropriations Committee. This position provides fiscal and policy support to the Senate Committee on Appropriations, as well as joint, study and standing committees that focus on fiscal matters. This position will work with the Committee as a member of the Joint Fiscal Office budget team to help prepare the various appropriations bills, as well as assist with analysis of other policy bills that come through the Committee. Additionally, this position works with other fiscal staff assisting legislators on a variety of fiscal and policy issues.

The Joint Fiscal Office (JFO) is a nonpartisan office that provides fact-based financial and policy analyses, research, forecasts, and recommendations to the Vermont State Legislature.

Education and Experience:

Required:

- Master's degree in economics, business, planning, public administration, or other relevant discipline, or equivalent and relevant work experience.
- Minimum of 5 years in a professional working environment.

Required Skills:

- Ability to work independently and as part of a team.
- Excellent written and oral communication. Comfortable with speaking in front of others, demonstrating clarity and precision.
- Proficient in Excel and data analysis.
- Ability to research state and national financial information to develop fiscal notes and publications on legislation.
- General working knowledge of the legislative process.
- Excellent interpersonal skills; ability to develop and maintain collaborative working relationships with all levels of staff, management, elected officials, executive branch staff, special interest groups, and the general public.
- Ability to maintain composure while meeting tight deadlines.
- Ability to make difficult decisions under periods of extreme stress and routinely handle highly sensitive and/or confidential information.
- Ability to maintain a flexible schedule, including working extended hours, possibly on nights and weekends.
- Ability to analyze and interpret issues and provide nonpartisan, expert information in a political environment.
- Ability to maintain confidentiality and manage politically sensitive work.

Title and salary will be commensurate with experience. The comprehensive State benefits package includes health insurance and retirement plans.

To apply, please submit in Word or PDF format a resume and a cover letter explaining your interest and qualifications by e-mail to: HRApplications@leg.state.vt.us. Applications must be submitted by August 15, 2023. Please put your name and “Senate Appropriations Senior Fiscal Staff application” in the subject field of the e-mail.

The Vermont General Assembly is an equal opportunity employer, and applicants will receive consideration for employment without regard to race, color, national origin, religion, sex, sexual orientation, gender identity, disability, veteran status, or other protected category.